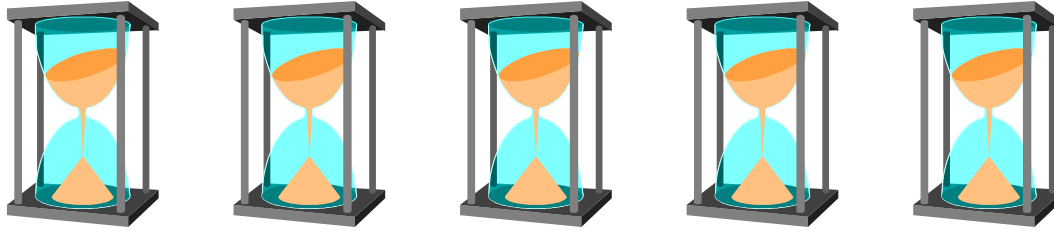


JULY 2005

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY 1	SATURDAY 2
3	4	5	6 (At least 90 days before the election) Review your city's election ordinance and get familiar with the process. Compare it with the ordinance checklist	7	8	9
10	11 If your ordinance needs revising, discuss the needed revisions with the mayor and council	12	13	14	15	16
17	18	19	20	21	22	23
24/31	35	26	27	28	29	30



AUGUST 2005

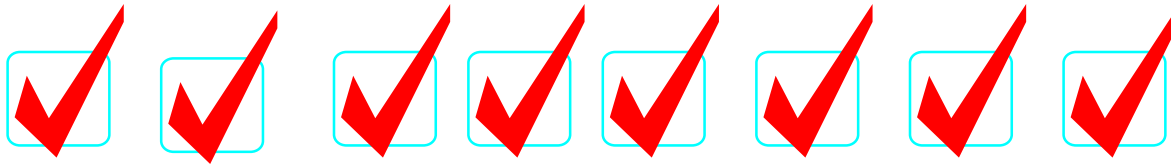
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 If changes have been made to the elections ordinance or in voting procedure, request DOJ approval	2	3	4	5 (60days). DOJ requires 60 days to approve any voting procedure changes. Send any changes ASAP	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 (40 days) pre-order master voter registration list to be printed 30 days before the election	26	27
28	29	30	31			

NOTE**Determine which seats are up for election and notify members of term expirations before the August regular monthly meeting.



SEPTEMBER 2005

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 (30 days) Close voter registration. Request master voter registration list. Prepare and post notice of election, ballot questions, and declaration of candidacy form and/or nominating petitions. Advertise absentee voting procedures. Notice must be posted at least 20 days before the election	5	6	7	8	9	10
11	12	13	14 (20 days) Last day to post notice in compliance with state law	15	16	17
18	19	20	21	22	23	24 (10 days) Last day to accept nominations or declaration of candidacy or to withdraw candidacy. Prepare and print the ballots, post sample ballots with candidates names (have to be posted at least 5 days before the election.
25	26	27	28	29 (5 days) Prepare election supplies, set up booths and ballot boxes, ensure that election judges understand their duties. Prepare voter instructions (Last day to post sample ballots.)	30	



OCTOBER 2005

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 (1 day) before the election make sure everything is set up, supplies are available, election judges are ready	4 Local election polls open at 8:00 AM and close at 8:00 PM, unless your ordinance states otherwise. After the polls close, prepare the 'Certificate of Preliminary Election Results'	5 Post 'Certificate of Preliminary Election Results.'	6	7 Canvass committee meets the first Friday after the election to certify the results, unless your ordinance states otherwise. This is the last chance to contest an election administratively	8
9	10 New council meets the first Monday after the election and elects officers, unless your ordinance states otherwise	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29 NOTE: Master voter registration list signed by voters must be sent to Division of Elections within 60 days (Dec. 3) after the election